

**Jobs, Fellowships, Internships : Jobs : Announcement 01-82**

The Corporation for National and Community Service is seeking applicants for the following position located in Washington DC:

*Audit Manager, NY-511-04*

*Office of the Inspector General*

The salary range is from \$ 74,697 to \$ 95,000 which includes a **10.23%** locality pay adjustment. Salary is set within the pay band and commensurate with experience, education, and other related factors. Relocation expenses are not authorized. The closing date of this announcement is **December 14, 2001\***.

**\*NOTE: THIS ANNOUNCEMENT HAS BEEN AMENDED. PLEASE NOTE EXTENDED CLOSING DATE AND BASIC REQUIREMENT INFORMATION.**

***Background Information on the Corporation for National and Community Service***

The Corporation for National and Community Service is a federal government corporation. In partnership with state and local governments and non-profit organizations, we administer the AmeriCorps service program, which includes national and state grant programs, VISTA and the National Civilian Community Corps, the National Senior Service Corps (Foster Grandparents, Senior Companions and the Retired and Senior Volunteer Program) and Service-Learning.

The Office of Inspector General is an independent organization whose mission is to find and report on current problems and to foster good program management to prevent future problems. OIG's statutory mission is to:

- Conduct and supervise audits and investigations relating to the Corporation's programs and operations;
- Review existing and proposed legislation and regulations relating to the Corporation's programs and operations;
- Provides leadership for activities designed to promote economy, effectiveness, and efficiency and fight fraud, waste and abuse in the Corporation's programs;
- Inform the CEO and the Congress of problems in the Corporation or its programs.

***Description of Work***

The incumbent serves as audit manager, responsible for supervising, managing and/or conducting audits and reviews of Corporation programs and operations and the management and administration thereof. He/she will direct, coordinate and conduct audits and surveys of a sensitive and critical nature throughout the Corporation, public and private non-profit organizations, and other entities that receive Federal funds from the Corporation. The incumbent also assists the Assistant Inspector General for Audit in the oversight and management of contracts and tasks awarded by OIG.

***Qualification Requirements***

This announcement is open to all sources. Applications will be accepted from **November 14, 2001 to December 14, 2001**. This position will be filled as a general appointment. For additional information on this position or our personnel system, please call (202) 606-5000, extension 332 (Voice); (202) 565-2799 (TDD).

**Basic requirements include a degree in accounting or a related field that includes or is supplemented by 24 semester hours of accounting, and a certification as a CPA or CIA.** Those applications showing experience which is in, or related to, the line of work of this position and demonstrating the possession of the following knowledge, skills, and abilities will be referred to the selecting official for further evaluation to determine the best qualified candidates:

**Mandatory application requirement: Failure to cover by separate written response the following Knowledge, Skills and Abilities will result in your application being eliminated from consideration for this position.**

### **Knowledge, Skills, and Abilities**

1. Comprehensive knowledge and understanding of professional auditing and accounting theories, principles, and standards necessary to plan, manage and conduct audits.
2. Experience in supervising and conducting financial statements, financial related, economy and efficiency, and program audits in accordance with generally accepted auditing standards issued by the American Institute of Certified Public Accountants and/or U.S. government auditing standards and policies.
3. Knowledge of grants, Federal oversight and monitoring requirements for grant programs, and grantee operations.
4. Experience in monitoring and oversight of Federal acquisitions under service contracts and task orders.
5. Excellent communication skills, both oral and written; and the ability to deal tactfully with senior officials on complex and sensitive matters.

### ***Corporation's Personnel System***

The Corporation manages an independent federal personnel system which incorporates many of the tenets of the National Performance Review including pay banding and pay for performance. New employees will be appointed into the Excepted Service under the Corporation's specific hiring authority. Qualified applicants with non-competitive eligibility such as VRA and Schedule A handicap will be granted non-competitive eligibility for our vacancies, however, if selected, they will not receive an appointment under those authorities but will receive our own specific appointment.

Those receiving term, indefinite, discretionary or general appointments or temporary appointments for greater than one year are eligible for Federal benefits such as leave earnings, health insurance, life insurance and retirement programs. New employees are subject to a two-year probationary period and new managers and supervisors are also subject to a separate two year probationary period, which may be served concurrently.

### ***Affirmative Recruitment Statement***

The Corporation for National and Community Service conducts its recruitment program in a manner to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race,

color, creed, national origin, sex, age, religion, sexual orientation, disability or marital status.

***Reasonable Accommodation Statement***

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

***Privacy Act Information***

As part of your application package, we request information subject to the Privacy Act of 1974 (P.L. 93-579, 5 USC 552a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, and the effect, if any, of nondisclosure.

Please send questions or comments to: [jobs@cns.gov](mailto:jobs@cns.gov).

